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For Release 2001/07/28 : CIA-RDP78-03921A000100010010-5

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 45-69

3 November 1969

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (4-70)

DATES

14 - 19 December 1969 (Sunday after-
noon - Friday afternoon)

LOCATION

25X1A6a

OBJECTIVES

To increase individual effective-
ness on the job by providing
better understanding of planning
as a managerial skill and familiari-
zation with the Agency's overall
planning system.

FOR

Unit chiefs who have a need for
better understanding of planning
methods and processes.

Staff officers who provide planning
support to line officers.

Grade level: GS-13 and GS-14.

DESCRIPTION

A one-week, residence (full-time)
course which provides a systematic
framework for managerial planning,
identifies and analyzes basic
styles of planning, covers selected
techniques useful in planning,
and provides an orientation on
the Agency's overall PPB system.
Developed under contract by

25X1A5a1

Inc., this course features active
learning through pre-course work,
team problem-solving, and case
study. Formal lectures are kept
at a minimum.

(Over, please)

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GROUP 1
Excluded from automatic
downgrading and declassification

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PRECOURSE
WORK

Approximately 20 hours. Material
to be sent out on or about
Wednesday, 26 November 1969.

REGISTRATION

Limited to 45. Submit Form 73 to
AIR/ISS/TR, Room 832 Glebe by
Wednesday, 19 November 1969.
No substitutions to be made after
that date because of extensive
precourse work requirements.

TRAVEL ORDERS
AND COST

Responsibility of participating
office. 25X1A

ADDITIONAL
INFORMATION

On course content, call extension
On registration, extension

25X1A

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